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## ABSTRACT

This document contains a task analysis for health occupations (dental assistant) in the dental assisting cluster. For each task listed, occupation, duty area, performance standard, steps, knowledge, attitudes, safety, equipment/supplies, source of analysis, and Illinois state goals for learning are listed. For the duty area of "providing therapeutic measures," one task is included: apply topical ointment. For the duty area of "performing diagnostic measures," one task is included: assist physician/dentist in diagnostic procedures. (NLA)

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Education  
For  
Employment  
Task Lists

Illinois  
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Education

Adult  
Vocational and  
Technical Education

ED336577

1988

# TASK ANALYSIS FOR HEALTH OCCUPATIONS

CLUSTER:

DENTAL ASSISTING

OCCUPATION:

DENTAL ASSISTANT

Duty Areas:

Providing Therapeutic Measures

Performing Diagnostic Measures

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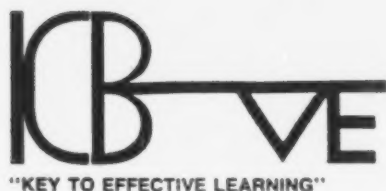
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# **TASK ANALYSIS FOR HEALTH OCCUPATIONS**

**CLUSTER:**

**DENTAL ASSISTING**

**OCCUPATION:**

**DENTAL ASSISTANT**

Duty Area:

Providing Therapeutic Measures

## TASK ANALYSIS

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OCCUPATION              | Dental Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| DUTY AREA               | Providing Therapeutic Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| TASK                    | Apply topical ointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PERFORMANCE<br>STANDARD | Affected area or wound is cleaned before treatment. The ointment matches order exactly. The treatment does not cause undue pain or skin damage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| STEPS                   | <ol style="list-style-type: none"><li>1. Receive assignment.</li><li>2. Verify patient's identity.</li><li>3. Explain procedure to patient.</li><li>4. Wash hands.</li><li>5. Assemble supplies.</li><li>6. Select topical ointment as ordered.</li><li>7. Compare label with order by reading three times:<ol style="list-style-type: none"><li>A. Before removing from shelf.</li><li>B. Before applying.</li><li>C. Before returning to shelf.</li></ol></li><li>8. Cleanse area to receive treatment.</li><li>9. Apply ointment in thin coats with a sterile applicator.</li><li>10. Clean and put away equipment and supplies.</li><li>11. Leave patient in a safe and comfortable position.</li><li>12. Wash hands.</li><li>13. Record and report treatment and results.</li></ol> |
| KNOWLEDGE               | <p>Use facility procedure for positively identifying patient.</p> <p>Wash hands aseptically.</p> <p>Use communication skills to explain procedures to patient and family.</p> <p>Use aseptic technique.</p> <p>Explain how this specific topical ointment is used and what the purpose of the ointment is.</p> <p>Organize needed supplies.</p> <p>Position patient for treatment.</p> <p>Watch for signs of patient discomfort.</p> <p>Use medical terminology to communicate with other health care workers.</p> <p>Cleanse and protect patient's skin.</p> <p>Use facility system in reporting and recording treatments.</p> <p>Observe results of treatment.</p>                                                                                                                     |

## ATTITUDES

Respect patient's right to privacy.  
Respect patient's dignity.  
Realize organization prevents loss of time and patient discomfort and inconvenience.  
Empathize with patient's feelings about procedure.  
Communicate willing and matter-of-fact attitude.  
Respect the patient's right to know about and participate in treatment.  
In addition, refer to Employability Skills List.

## SAFETY

Prevent the spread of infection to patient, staff and families by using good handwashing and aseptic techniques.  
Use principles of body mechanics to prevent injury to patient and self.  
Use gentle touch during treatments as mucous membranes are easily injured.  
Prevent accidents by providing adequate assistance to patient as indicated by their condition.  
Discontinue treatment, and report any complications.

## EQUIPMENT AND SUPPLIES

Topical ointment as ordered  
Applicator for ointment  
Gloves  
Sterile cleansing supplies if ordered

## SOURCE OF ANALYSIS

V-TECS Catalog, Community Health Aide, Performance Objective 78.

## ILLINOIS STATE GOALS FOR LEARNING

Language Arts:  
Goal 1-A: Recognition, recall, and summarization of material read.  
Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.  
Goal 2-A: Meaning of spoken messages.  
Goal 2-C: Inferences from spoken messages and nonverbal cues.  
Goal 2-F: Effective and appropriate responses.  
Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.  
Goal 4-A: Clear and expressive speaking.  
Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.  
Goal 6-D: English grammar.

ILLINOIS  
STATE GOALS  
FOR  
LEARNING  
(Cont.)

Physical Development and Health:

- Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.
- Goal 2-R: Signs and symptoms indicating the need for professional medical attention.
- Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.

Social Sciences:

- Goal 3-F: Development of oral and written communication.

**TASK ANALYSIS**  
**FOR**  
**HEALTH OCCUPATIONS**

**CLUSTER:**

**DENTAL ASSISTING**

**OCCUPATION:**

**DENTAL ASSISTANT**

Duty Area:

Performing Diagnostic Measures

## TASK ANALYSIS

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OCCUPATION              | Dental Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| DUTY AREA               | Performing Diagnostic Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| TASK                    | Assist physician/dentist in diagnostic procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| PERFORMANCE<br>STANDARD | Patient is prepared for procedure. Equipment and supplies are available as needed for procedure. Assistance is provided as needed by dentist. Patient is provided emotional support throughout procedure. Procedure is reported and recorded as required.                                                                                                                                                                                                                                                                                                                                                                                   |
| STEPS                   | <ol style="list-style-type: none"><li>1. Verify diagnostic procedure.</li><li>2. Wash hands.</li><li>3. Organize required equipment and supplies.</li><li>4. Identify patient.</li><li>5. Prepare patient for procedure.</li><li>6. Open equipment and supplies as needed.</li><li>7. Hand equipment and/or supplies as needed.</li><li>8. Hold patient, if needed.</li><li>9. Reassure and comfort patient, as appropriate.</li><li>10. Clean or dispose of equipment and supplies after procedure.</li><li>11. Leave patient in safe and comfortable position.</li><li>12. Wash hands.</li><li>13. Report and record procedure.</li></ol> |
| KNOWLEDGE               | <p>Read and interpret dentist's orders.<br/>Identify reason for procedure.<br/>Select equipment and supplies for procedure.<br/>Use teaching/learning skills to explain procedure to patient.<br/>Position patient for procedure.<br/>Use medical and surgical aseptic technique.<br/>Anticipate dentist's needs during procedure.<br/>Use communication skills to reassure and comfort patient as is appropriate during difficult or painful procedures.<br/>Use accepted methods to dispose of, clean and sterilize equipment and supplies.<br/>Use facility procedures to report and record procedure.</p>                               |

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ATTITUDES                                  | <p>Accept the importance of performing procedures efficiently and quickly.</p> <p>Value patient comfort, safety and cooperation.</p> <p>Value cost containment and prepare only what is needed for procedure.</p> <p>Accept that patient may need restraint due to inability to control self during painful or frightening procedure.</p> <p>In addition, refer to Employability Skills List.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| SAFETY                                     | <p>Use facility procedure to positively identify patient.</p> <p>Use aseptic technique to prevent infection among patients, staff and families.</p> <p>Assist patient who may need restraint in order to save them from further injury.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| EQUIPMENT<br>AND<br>SUPPLIES               | <p>Equipment and supplies for specific procedure</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| SOURCE OF<br>ANALYSIS                      | <p><u>Curriculum Models and Competencies, Associate Degree Nursing,</u><br/>North Carolina Department of Community Colleges, 1983.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ILLINOIS<br>STATE GOALS<br>FOR<br>LEARNING | <p>Physical Development and Health:</p> <p>Goal 1-G: Basic human anatomy and physiology as it relates to health and disease.</p> <p>Goal 2-K: Behaviors which promote self-esteem without being destructive to self or others.</p> <p>Goal 2-R: Signs and symptoms indicating the need for professional medical attention.</p> <p>Goal 2-T: Causes and methods of preventing common communicable and noncommunicable diseases, including dental disease.</p> <p>Language Arts:</p> <p>Goal 1-A: Recognition, recall, and summarization of material read.</p> <p>Goal 1-C: Reading for various purposes and identification of text to accomplish each purpose.</p> <p>Goal 2-A: Meaning of spoken messages.</p> <p>Goal 2-C: Inferences from spoken messages and nonverbal cues.</p> <p>Goal 2-F: Effective and appropriate responses.</p> <p>Goal 3-A: Use of appropriate language and style in writing for a variety of purposes and audiences.</p> <p>Goal 4-A: Clear and expressive speaking.</p> <p>Goal 4-D: Use of appropriate language and nonverbal cues for the topic, audience, and setting.</p> <p>Goal 6-D: English grammar.</p> |

ILLINOIS  
STATE GOALS  
FOR  
LEARNING  
(Cont.)

Social Sciences:

Goal 3-B: Selected principles of learning and  
motivation.

Goal 3-F: Development of oral and written  
communication.

Biological and Physical Sciences:

Goal 3-A: Ethical practices which include:

1. honesty and integrity in the recording and  
reporting of the results of scientific inquiry;
2. disclosure, including open discussion of ideas,  
techniques and results;
3. rights of subjects, humanness and respect for  
life.